

Take a Quick Tour of BCMA

Benefits of This Chapter

This chapter will acquaint you with the BCMA Main Screen — the VDL — and its many features. As you have already learned, you can access the menus, options (commands), and many other features of the VDL using a mouse, a stylus, or a keyboard.

The VDL: In a Nutshell

The VDL is truly the “command center” of BCMA. The information that you need to administer **active** Unit Dose and IV medications to your patients is directly accessible from this location. This includes all of the features and options that you will need to scan patient wristbands and medication bar codes, plus record, view, and print patient- and medication-specific information.

A Look at the VDL

The next page provides an Example of the VDL, or Main Screen in BCMA, and its many features and options. It shows the active window that displays the *first* time that you open BCMA.

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)

Starting at the top of the VDL, take a few minutes to get better acquainted with it. Then review the next section, which describes each feature and option.

Note: The Example provided below displays active medication orders for the Unit Dose Medication Tab. This is the default window that displays each time that you open BCMA.

Example: BCMA VDL (or Main Screen)

The screenshot shows the BCMA VDL (or Main Screen) with the following components labeled:

- Title Bar:** Bar Code Medication Administration
- Menu Bar:** File View Reports Due List Tools Help
- Patient Demographics Button:** Missing Dose Medication Log Medication Admin History Allergies CPRS Med Order
- Allergies/ADRs Bar:** ALLERGIES: no allergy assessment ADRs: No ADRs on file
- Medication Order Display Area:** Table of medication orders with columns: Status, Ver, Hsm, Type, Active Medication, Dosage, Route, Admin Time, Last Action.
- Order on "Hold":** Indicated by a red 'H' in the Status column.
- Medication Tabs with "alert light":** Unit Dose (selected), IVP/IVPB, IV.
- Scanner Status Indicator:** Scanner Status: Not Ready
- Scan Medication Bar Code:** Input field for scanning medication bar codes.
- BCMA Clinical Reminders Marquee:** BCMA Clinical Reminders, Count: 6, Activity: PRN Effectiveness.
- Status Bar:** URSO, EDDIE ALBANY Server Time: 6/9/2003 14:17

Table of Medication Orders:

Status	Ver	Hsm	Type	Active Medication	Dosage	Route	Admin Time	Last Action
	XXXX		P	ACETAMINOPHEN TAB	650MG, Q6H PRN	PO		GIVEN: 6/4/2003@1243
	XXXX		O	ACETAMINOPHEN 325MG TABLET				
	XXXX		OC	DIGOXIN TAB	0.125MG, STAT	PO		REFUSED: 5/6/2003@1...
	XXXX			DIGOXIN 0.125MG C.T.,				
	XXXX		OC	FUROSEMIDE TAB	20MG, ON CALL	PO		
	XXXX			FUROSEMIDE 20 MG				
	XXXX		C	HALOPERIDOL TAB	2MG, Q4H	PO	06/09@1700	GIVEN: 5/16/2003@1400
	XXXX			HALOPERIDOL 1MG S.T.				
	XXXX		O	LORAZEPAM INJ	4MG/1ML, NOW	IMP		GIVEN: 5/9/2003@1057
	XXXX			LORAZEPAM 4MG/ML 1ML TUBEX				
	XXXX		C	NITROGLYCERIN PATCH	10MG/24 HOURS, QD	TOP	06/09@1440	REMOVED: 5/29/2003@...
	XXXX			NITROGLYCERIN PATCHES 10MG/24HR				
	XXXX			Apply patch at 2pm and remove patch at 2am daily.				
G	XXXX		C	SODIUM BICARBONATE TAB	325MG, Q4H	PO	06/09@1700	GIVEN: 6/9/2003@1416
	XXXX			SODIUM BICARBONATE 325MG TABS				

BCMA Clinical Reminders Marquee identifies PRN medication orders needing effectiveness documentation.

Take A Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

Check out the “Reports” and “Administering ...” chapters to learn how the features listed here work in BCMA.

Features of the VDL

Review this section to discover the many features (and benefits) that the VDL has to offer.

- **Title Bar:** Lists the name of the software application.
- **Menu Bar:** Provides options (commands) for accessing features and options within the VDL.
- **Minimize Button:** Shrinks the VDL to half its normal size.
- **Maximize Button:** Expands the VDL to its maximum size.
- **Missing Dose Button:** Requests a Missing Dose replacement from the Pharmacy.
- **Allergies Button:** Describes food, drug, and “other” allergy and adverse drug reaction information about the patient, including whether the allergy or ADR was verified and observed. If this button is grayed out, no allergies or reactions were documented for the patient in the ART package.
- **CPRS Med Order Button:** Also called the “Hot Button,” provides a link to CPRS for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that you have already administered to patients.
- **Tool Bar:** Provides access to frequently used options within the VDL. (You can also access many of these options within the Menu Bar or by using the Right Click drop-down menu.)
- **Patient Demographics Button:** Displays personal, admission, eligibility, and appointment information about the patient whose orders are displayed on the VDL. This information was electronically documented when the patient was admitted to your medical center.
- **Virtual Due List Parameters Area:** Reflects the “Administration Time Window” defined as a site parameter for your facility. This area of the VDL displays medications that need to be given within that Time Window. It corresponds to the Schedule Types selected on the VDL.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

You can automatically display PRN medication orders when the VDL is first opened by selecting the PRN check box in the "Include Schedule Types" area of the GUI BCMA Site Parameters application.



TIP:

Check out the "Reports" and "Administering ..." chapters to learn how the features listed here work in BCMA.

Features of the VDL (cont.)

- **Schedule Types:** Indicates when active medication orders exist for the selected timeframe, for each Schedule Type (C, P, O, OC), on the Unit Dose and IVP/IVPB Medication Tabs.
 - **Default in BCMA:** The Schedule Types of Continuous, One-Time, and On-Call are already selected (checked) when you open a patient's record. The PRN Schedule Type controls the default display of PRN medications on the VDL, and is based on the GUI BCMA Site Parameters entry for "Include Schedule Types."
 - **Schedule Type Indicator:** A **GREEN** "alert light" indicates that a medication order exists for the Schedule Type selected within the respective start/stop date and time on the VDL. A **GRAY** "alert light" indicates that a medication order does NOT exist for the Schedule Type selected within the respective start/stop date and time.
- **Allergies/ADRs Bar:** Alphabetically displays all food, drug, and "other" allergies and adverse drug reactions, in **RED**, that were documented for the patient in the Allergy/Adverse Reaction Tracking (ART) package.
- **Column Headers:** Separates pertinent information about an active medication order. You can sort information alphabetically within each column by ascending or descending order.
 - **Order in Columns:** Numeric information displays before alphabetic information. "Blank" columns display at the top of the VDL.
- **Medication Order Display Area:** Displays active medication orders for the VDL Parameters (Start and Stop Times), Schedule Types, and Medication Tab selected.
 - **Hold Orders:** Includes orders placed on "Hold" (grayed out) by a Provider using CPRS, or by Pharmacy using the Inpatient Medications V. 5 0 package.
- **Scroll Bar:** Available (*not* grayed out) when the number of medications that need displayed is greater than the Medication Order Display Area.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

Check out the “Reports” and “Administering ...” chapters to learn how the features listed here work in BCMA.

Features of the VDL (cont.)

- **Medication Tabs:** Separates the different types of active medication orders that need to be administered to a patient. They include Unit Dose, IV Push, IV Piggyback, and large-volume IV orders. Medications that need to be administered will correspond to one of these Tabs. The Tab under which an order displays depends on how it was entered.
 - **Alert Light:** Each Medication Tab provides an “alert light,” which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a “lit” Tab, BCMA displays the patient’s active medication orders on the VDL.
 - **Default in BCMA:** The Unit Dose Medication Tab is selected when you open a patient’s record.
- **Scanner Status Indicator:** Indicates the status of your scanner. If **RED**, click once in the Scan Medication Bar Code field to activate the (**green**) Ready Light.
- **Scan Medication Bar Code Field:** Displays the Drug IEN Code or Unique Identifier Number when the medication bar code is scanned or entered manually.
- **BCMA Clinical Reminders Marquee:** Identifies PRN medication orders needing effectiveness documentation. Based on the “PRN Documentation” site parameter, the setting applies to current admissions or to the site parameter timeframe (whichever is greater). Values can be set from 1-999, with 72 hours the default setting.
 - **Partial List:** “Mouse-over” on PRN Effectiveness Activity provides the four most recent PRN orders that need comments. This list is updated each time a PRN Effectiveness is documented and the BCMA VDL is refreshed.
 - **Full List:** Double clicking on the PRN Effectiveness Activity lets you document ALL PRN medication orders needing effectiveness comments.
- **Status Bar:** Includes the name of the clinician(s) administering medications, plus the name of the hospital and facility (division), and the current server date and time.
 - **Student Nurse Information:** Includes the name of a student nurse if logged on using the PSB STUDENT security key.

Get Acquainted With the VDL

Accessing BCMA Features and Options



TIP:

Check out the “Introducing BCMA V. 2.0” chapter to learn other ways to use the mouse/stylus with BCMA.



TIP:

You can double click on the PRN Effectiveness Activity in the BCMA Clinical Reminders marquee to document ALL PRN medication orders needing effectiveness documentation.

BCMA provides several ways to access features and options within the VDL. They include those listed in this section.

Menu Bar

BCMA now includes five menus for accessing features and options (commands), plus a Help menu. They include: File, View, Reports, Due List, and Tools. You can access an option using shortcut keys, the Menu Bar, or the Right Click drop-down menu.

Note: The Tools menu is quite helpful for troubleshooting problems with BCMA.

Tool Bar

Three BCMA options, also available via the Menu Bar, are provided as buttons at the top of the VDL. These include Allergies, Medication Log Report, and Medication Administration History Report. You can also access the Missing Dose command using the Right Click drop-down menu.

- See the “Shortcut Keys” information on the next page to learn how to quickly access menu options on the VDL.

Mouse/Stylus

BCMA provides several ways to use the mouse and stylus with medication orders displayed on the VDL.

- **Click:** Use to select (highlight) a medication order on the VDL, choose options (commands) from the Menu Bar, and select Buttons and Medication Tabs on the VDL.
- **Double-click:** When you double-click on a medication order on the VDL, the Display Order dialog box displays, with details of the order from Inpatient Medications V. 5.0.
- **Right Click:** With an active medication order highlighted on the VDL, click the right mouse button once to display a drop-down menu for accessing several BCMA options (commands). These options are also accessible from the Menu Bar or via the Buttons on the Tool Bar.
- **SHIFT+CLICK:** Use to select and mark a range of medication orders, on the VDL, with the same administration status.
- **CTRL+CLICK:** Use to individually select and mark several medication orders, on the VDL, with the same administration status.